

# **NETWORK INSTALLATION DEVICE INSTALLATION DOCUMENT**

## **DISCLAIMER**

The following is an internal document of Bell Atlantic Corporation and is intended solely to provide installation guidelines to Bell Atlantic employees. Nothing in this document should be construed or interpreted by any person or entity as constituting a commitment, obligation, promise, or warranty of any kind whatsoever and should not be relied upon by any other persons or entities. This is provided for informational purposes only.

Bell Atlantic Corporation reserves the right to perform installations in ways that differ from these guidelines, and also reserves the right to modify these guidelines at any time and without notice.

## **General**

This document addresses the placement of protectors, ground wire and Network Interface Device (NID/non NID jacks inside the base of all COCOT posts conforming to National Electrical Code specifications, in addition to the existing practice of placing NIDs at the Minimum Point of Entry (MPOE), which is the point where the Rate Demarcation Point (RDP) for permanent structures has been established. NIDs will not be installed directly on COCOT enclosures. Vendors are prohibited from altering any installation on the Bell Atlantic side of the NID. **Vendor requests for placement of the NID (or non NID jack at Time and Material rates) inside the post should be negotiated with the service representative at the time the order is placed.**

In New Jersey and District of Columbia, in a Multi-Tenant situation (mall, strip-mall, apartment complex), the COCOT customer will ordinarily be served from the closest serving network terminal. This terminal becomes the COCOT Rate Demarcation Point, beyond which installation of all wiring is completed at Time and Material rates, and wiring maintenance would be the responsibility of the customer, unless subscribed to the optional wiring Maintenance (OWM) Plan (where regionally applicable) or on a Time and Material basis.

## **NID Placement - Structure**

A "Structure", within the context of this document, shall be termed as a building or premises.

In cases where a Property Rate Demarcation Point **has not been previously established**, Network Interface Devices will be placed on a structure at the 10' ground level nearest the MPOE, if served by a utility pole, unless a different height is specifically requested by the customer. For premises already served by multiple-line drops or cables, the modular connection point and half-ringer will be established at the existing Minimum Point of Entry. In this instance, multiple line NIDs may be shared by more than one customer. **Previously established multiple line NIDs may not be found located at the 10' ground level.** If the premises is served via underground facilities, the NID will be located at the MPOE.

NID placement will be consistent with the Bell Atlantic RDP Policy in effect for the state where service is to be located. (See Attachment 1)

### **Indoor/Outdoor COCOT Attached to Structure**

For all COCOT installations (both new and displacements) mounted on or in a permanent structure, the NID will be installed at the MPOE, consistent with Bell Atlantic RDP placement policies in effect for the state where service is to be located. (See Attachment 1) In the case of a displacement, all inside wire or house cable will be abandoned.

Time and Material (T&M) charges will apply for all installation or repair work performed on the customer side of the RDP unless (in the event of repair) it is established that the customer is subscribed to and meets all requirements of the Optional Wiring Maintenance (OWM) Plan, where regionally applicable.

### **Outdoor COCOT Detached from Structure - Standard NID Location**

The NID will be placed at the RDP which is established at the MPOE for the permanent structure or property. At the vendor's request, Time and Material charges will apply to install wiring and a non NID jack on the customer's side of the RDP. Non NID jacks will be located at the 10' ground level near the telephone, but may, at the request of the vendor, be placed inside the post. A protector and ground, in this instance, would be installed at the MPOE. **Vendor requests for placement of the non NID jack inside the post at Time and Material rates should be noted on the service order by the service representative at the time the order is negotiated.**

### **Outdoor COCOT Detached from Structure - Optional NID Location**

This example would utilize following criteria:

- a. The COCOT site was either located between the property MPOE and the optional telephone network terminal facility, **or**;
- b. The COCOT site was situated in closer proximity to the optional telephone network terminal facility than the property MPOE, **and**;
- c. The COCOT location did not result in an extension of the property RDP, **and**;
- d. The optional telephone network terminal facility would provide a **more efficient, less costly (to Bell Atlantic)** means of serving the COCOT station. (**NOTE:** Excess construction charges may apply in order to establish service beyond normal limits. These changes, if applicable, shall be consistent with state policies currently in effect.)

When the above criteria are met, the Bell Atlantic Technician will generally utilize the optional telephone network terminal facility. (Attachments 2 & 3)

Where practicable, the NID will be installed at the COCOT location on a suitable mast and grounded, or, at the vendor's request, located and grounded inside the post provided that the site conforms to National Electrical Code standards. **Vendor requests for placement of the NID inside the post should be noted on the service order by the service representative at the time the order is negotiated.** If it is established on the date of installation that the COCOT site does not conform to National Electrical Code standards (i.e., no ground rod), Bell Atlantic will attach a NID to the mast and provide external (outside the post) ground facilities, or return (Subscriber Not Ready) after proper internal ground facilities have been provided by the vendor. All customer-provided ground facilities must conform to National Electrical Code standards.

For COCOT customers on properties served by a Bell Atlantic buried cable pedestal, a NID will be located at the 10' ground level on the mast, or, at the vendor's request, located and grounded inside the COCOT post provided that the site conforms to National Electrical Code standards as set forth above. **NOTE: In this situation, Bell Atlantic will charge Time and Material rates to recover any additional costs associated with burying a service drop to the customer pedestal. Or, the customer may opt to receive service at the established property RDP.**

**For customer-owned buried service served from a utility pole, a NID will generally be located at the 10' ground level on the pole.**

Time and Material charges will always apply for any work performed beyond the RDP unless (in the event of repair) it is established that the customer is subscribed to and meets all requirements of the Optional Wiring Maintenance (OWM) Plan (where regionally applicable).

**Excess construction charges may apply in order to establish service beyond normal limits.** These charges shall be consistent with state policies currently in effect.

#### **No Permanent Structure Available**

Where a COCOT station is placed and there is no permanent structure available (i.e., roadside or parking lot), the location will be served via the closest available telephone network facility and the NID will be located on a customer provided mast and grounded, or, at the request of the vendor, located and grounded inside the base of the post. **NOTE: Per National Electric Code Article 230-28 (effective January 1, 1993), Bell Atlantic will not attach to any mast containing, or used to support, power service-drop conductors.**

Bell Atlantic technicians will make reasonable effort to provide service to COCOT customers and locations from the nearest available network terminal facility. (See Attachments 2 & 3) This would include facility reassignment to the nearest terminal, if necessary, while continuing to observe the RDP policy (Attachment 1) in effect for the state where service is to be located.

## **Displacements**

In those case of outdoor displacement where Bell Atlantic equipment is purchased, and , the drop wire, protector and ground facilities serving those former Bell Public locations will continue to be utilized and left in place. In addition, the customer will be provided with a modular connection point (NID) and half-ringer.

For those indoor / outdoor displacement sites located on properties having established RDPs which **do not** fall within the guidelines of the OPTIONAL NID LOCATION criteria, the RDP for the COCOT phone will be established consistent with the standard Bell Atlantic RDP policy in effect for the state where service is to be located. (Attachment 1) The customer/vendor would be responsible for all wire maintenance past the RDP unless subscribed to Optional Wiring Maintenance Plan (where regionally applicable), or on a Time and Material basis.

## **Suitable Mast**

A suitable mast must meet or exceed the following requirements: It must:

1. Be capable of supporting the weight of the drop span.
2. Provide adequate clearance.
3. Provide proper separation between power company and telephone company plant in accordance with National Electrical Code Article 230-28. (See Below)
4. Provide adequate space to mount the NID at 10' ground level.
5. Meet all National Electric Code requirements.

## **Article 230-28 (National Electrical Code)**

Effective January 1, 1993, Article 230-28 of the National Electrical Code was revised to read as follows:

230-28: Service Masts as Supports. Where a service mast is used for the support of service-drop conductors, it shall be of adequate strength or be supported by braces or guys to withstand safely the strain imposed by the service drop. Where raceway-type service masts are used, all raceway fittings shall be identified for use with service masts.

(FPN): It is the intent of this section to allow only power service-drop conductors to be attached to a service mast.

**NOTE:** A service mast is any structure to support a power service-drop. A service-drop is the power company's overhead service conductor from the last pole or other aerial support connecting to the building or "other structure". **This does not, however, include low-voltage DC overhead conductors.**

## **COCOT NID Identification**

The phone number and service order number will generally be written on the inside of the NID opposite the corresponding jack. In order to diminish attempts at fraud, the technician will not place the phone number or words "coin phone" or "COCOT" on the outside face of the NID.

## **COCOT NID Security**

In all cases (installation and maintenance) the Bell Atlantic Technician will make reasonable effort to secure COCOT NIDs with a cable tie, in order to diminish the possibility of fraud.

## **Sale of Equipment**

In the event that a Bell Atlantic location is purchased by a COCOT vendor, displacement procedures, will generally be followed as noted and in the Sale of Enclosures document.

## **Grounds**

All network protectors will be grounded. In the event of Bell Atlantic equipment being purchased by a COCOT vendor, the existing protection facilities will continue to be utilized and left in place.

Ground facilities located inside of vendor-owned posts may be utilized with vendor approval, however all ground facilities not provided by Bell Atlantic must conform to National Electrical Code standards. If the COCOT post does not conform to NEC standards, or if the COCOT vendor denies Bell Atlantic access to the COCOT post, external ground facilities will be established by the technician.

## **NID Hardware - Inside COCOT Post**

Many COCOT posts are not provisioned for screw-mounting protectors inside the base of the post. Placement of protectors inside of COCOT posts will generally be accomplished by utilizing the standard protector in conjunction with a magnetic base. Additionally, a modular connection point and half ringer will be provided. **NOTE: NIDs will not be placed inside of COCOT posts unless the posts conform to National Electrical Code standards and contain proper grounding facilities.**

## **GLOSSARY**

**Campus** - A campus contains 2 or more buildings on continuous property or contiguous properties not separated\* by a public right-of-way or other natural barrier.

\*West Virginia only, a campus may be separated by a right-of-way, the customer is responsible for providing the connecting facilities.

**CPE** - Customer Provided Equipment

**Half Ringer** - A ringer equivalency unit, placed at the Rate Demarcation Point of all COCOT lines, which, while testing, is used to establish where or not the circuit is complete to the customer RDP.

**Mall** - A building having a number of retail stores with an entrance that leads to an enclosed promenade. A series of stores or units with common walls enclosed with a common entrance.

**MPOE** - Minimum Point Of Entry - The point at or in a particular building, structure or property to which the Telephone Company will extend and terminate Network cable/wire facilities.

**Multi-Tenant Building** - A building (usually multi-story), controlled by a property owner, reseller or agent condominium association rather than the tenants. More than one customer individually contracts with the Telephone Company for Network Services, i.e., Apartment Buildings, Office Buildings.

**Multi-Tenant Campus** - Contains 2 or more buildings, which are not controlled by one party, located on a single property, not separated by a public right-of-way or natural barrier, regardless of ownership, i.e., Industrial Parks, Mobile Home Parks, Garden Apartments, Retirement Villages.

**NID** - Network Interface Device - One of the Federal Communications Commission's (FCC) Part 64 Registered Jacks, which is assigned, installed and maintained by the Telephone Company at the Rate Demarcation Point to allow connection of the customer's inside wire/equipment to the Telephone Company Network. The Bell Atlantic "standard NID" includes a RJ11-type jack and plug arrangement.

**NID Jack** - A modular connection point which also serves as a NID.

**Non NID Jack** - A modular connection point on the customer side of the RDP which is placed either by the Telephone Company at Time and Material rates, or, provided by the customer (CPE).

**Premises** - A continuous property except railroad right-of-way, etc., occupied by a customer either under lease or ownership. The building or portion thereof occupied by a customer or in the case of residence service, the customer's domestic establishment

**Property** - Real estate owned or leased with or without a structure on it, not separated by property owned or leased by others, or separated by a public thoroughfare, body of water or other natural barrier.

**Protector** - A device designed for the grounding of network facilities to protect against hazardous voltages and harm to the network. The protector, which is part of the Telephone Company's network, is installed and maintained by the Company. It shall not be accessed, modified or disturbed in any way by the building owner, property owner or customer.

**Rate Demarcation Point** - RDP - A conceptual point where network access recurring charges and the Telephone Company responsibility stop and beyond which customer responsibility begins. A point on the customer's side of the protector, as determined by the Telephone Company and may be evidenced by a network interface device.

**Single Tenant** - A property, building, dwelling, structure, occupied or controlled by a single customer, i.e., Single family home, Town-house, Row-house, Office building-Single Customer, Hotel.

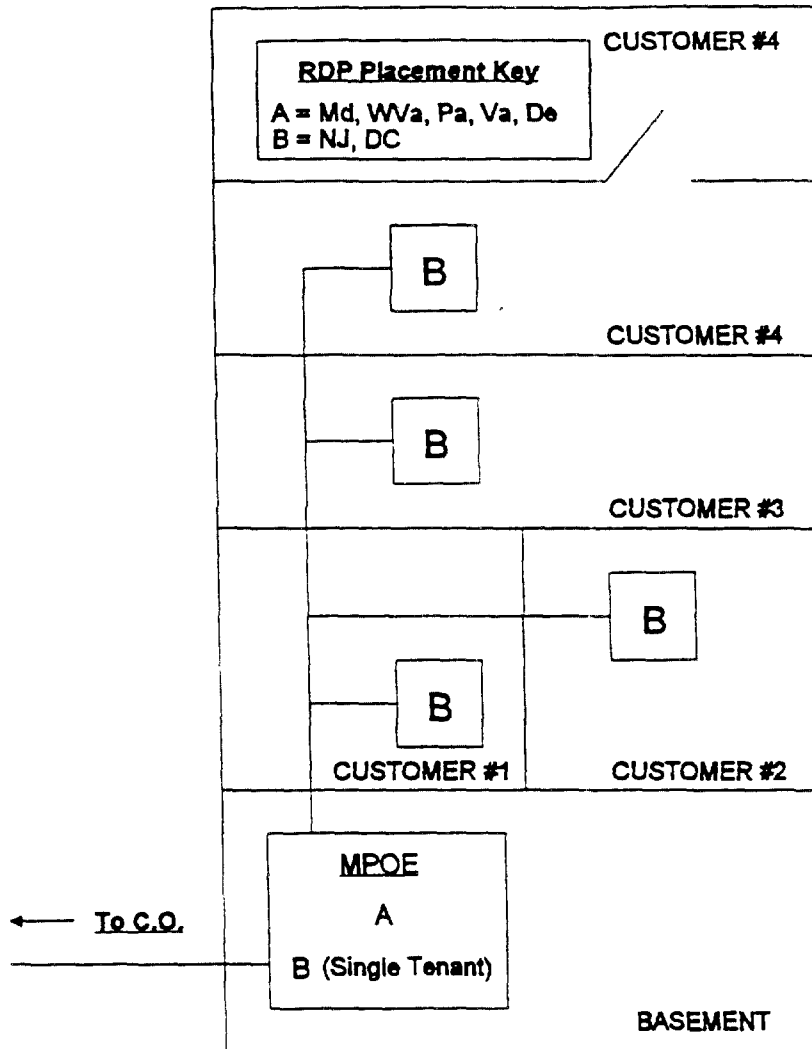
**Single Tenant Campus** - One party controls use, ownership or access to the entire campus. Generally a property occupied by a single customer, i.e., College, University, Hospital, Military Installation, Marina, Manufacturing Complex, RV Park.

**Strip Mall** - A row of stores with common inside walls and each store having an individual entrance. See also Mall.

**Structure** - In this case, a building or premises.

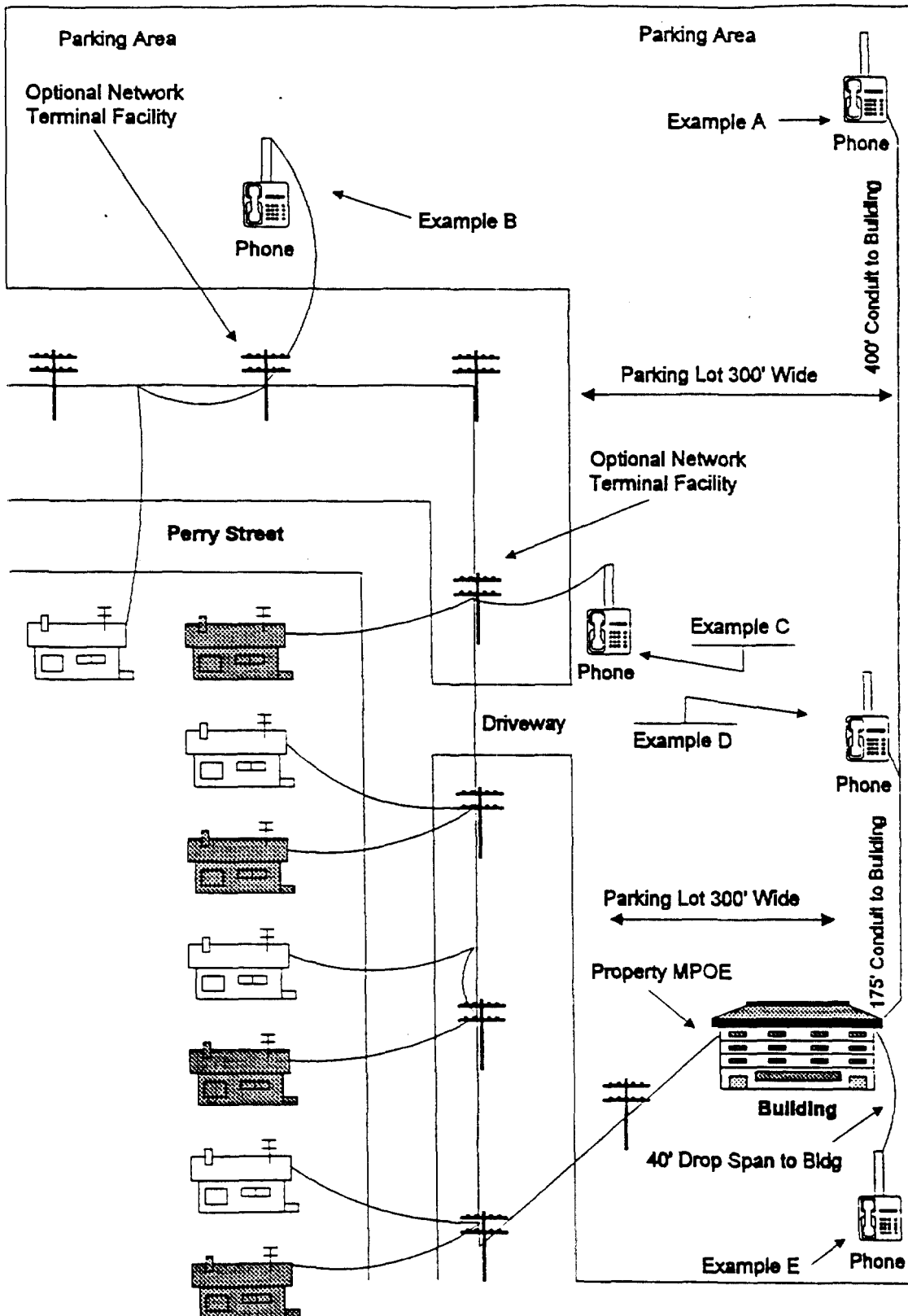
**Tenant** - A tenant is the occupant of a property. The owner can be a tenant. A tenant may be, but is not limited to, an individual, sole proprietorship, partnership, company or corporation.

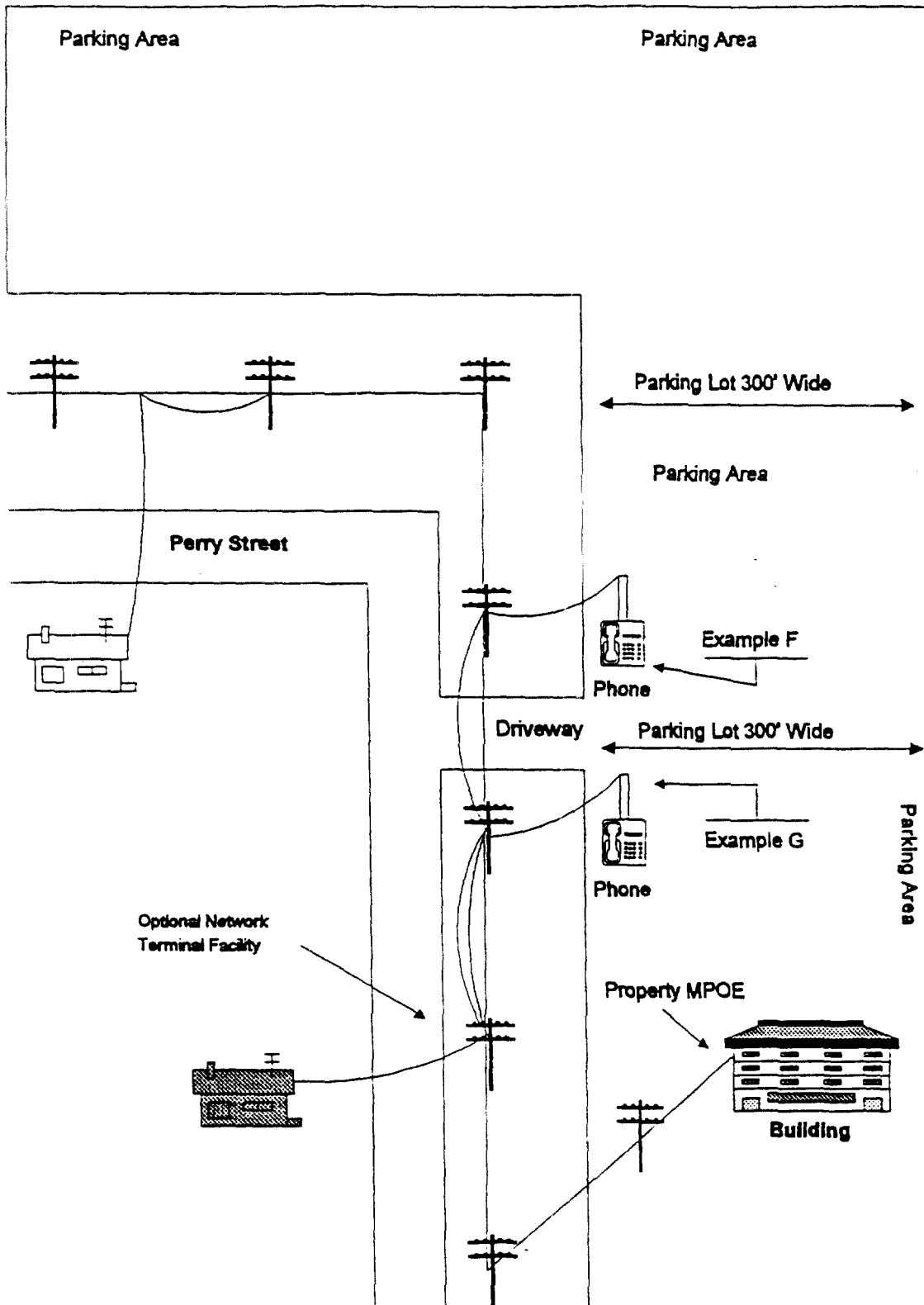
## Existing RDP Placement Policies



	SINGLE TENANT	MULTI- TENANT	STRIP MALL
NJ	MPOE	CUST. PREM.	CUST. PREM.
PA	MPOE	MPOE	MPOE
DE	MPOE	MPOE	MPOE
DC	MPOE	CUST. PREM.	CUST. PREM.
MD	MPOE	MPOE	MPOE
VA	MPOE	MPOE	MPOE
WVA	MPOE	MPOE	MPOE







## **EXAMPLE EXPLANATIONS**

### **Example A**

COCOT Walk-Up Location. Must have NID at MPOE. No Optional Network Terminal Facility in proximity. No clearance/not efficient to serve via drop from Pole or Building. Time and Material charges past RDP to place wire in customer-provided circuit and jack inside post or on mast.

### **Example B**

COCOT Drive-Up Location served via Optional Network Terminal Facility. NID on mast or inside post. No Time and Material charges.

### **Example C**

COCOT Drive-Up Location served via Optional Network Terminal Facility. NID on mast or inside post. No Time and Material charges.

### **Example D**

COCOT Walk-Up Location. Must have NID at MPOE. No Optional Network Terminal Facility in proximity. No clearance/not efficient to serve via drop from Pole or Building. Time and Material charges past RDP to place wire in customer-provided circuit and jack inside post or on mast.

### **Example E**

COCOT Walk-Up Location served from Building. NID at MPOE. Jack on mast or inside post. Time and Material charges apply past RDP.

### **Example F**

COCOT Drive-Up Location served via Optional Network Terminal Facility. NID on mast or inside post. No Time and Material charges. Two sections of drop wire, down to mast.

### **Example G**

COCOT Drive-Up Location served via Optional Network Terminal Facility. NID on mast or inside post. No Time and Material charges. One section of drop wire, down to mast.



## **SECTION 10**

### **SALE OF ENCLOSURE AND SITE FACILITIES POLICY**

#### **Page**

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## SALE OF ENCLOSURES AND SITE FACILITIES

This practice supersedes all existing practices, procedures and addenda relating to Sale of Enclosures

### **Background**

Bell Atlantic will offer for sale certain inside and outside enclosures or site facilities and associated hardware on any account that Bell Atlantic determines to be for sale.

### **Purchase Options**

#### **Outdoor Locations:**

1. Entire Location: This would include, if present, the enclosure, mast & pedestal, concrete pad, electric and/or telephone conduits and protective (guard) posts.
2. Site Only (Concrete Pad): This would include, if present, the protective (guard) posts, concrete pad, buried pedestal or base, electric and/or telephone conduits.

#### **NOTES:**

- a. The enclosure, pedestal and mast will not be sold without the protective (guard) posts, concrete pad and electric and/or telephone conduits (if present). Individual piece parts will not be sold.
- b. **Outdoor full booths of any kind with/without doors (14611, 19580, 16797) ordinarily will not be sold, but may be sold on an individual case basis.** Sales will be dependent upon current levels of stock. Booths will normally be removed from the concrete pad per local procedures and the pad may be sold as a Site Only location. (See Option 2). The location must be surveyed by a Field Assistant Manager.
- c. Signs or headers (both illuminated or non-illuminated) bearing the Bell Atlantic logo shall be removed at the time of disconnect and replaced with generic (phone) header plates. Non-specific signs and headers will be included in the purchase price of the enclosure and will not be removed from the site.
- d. All metered electric must be identified during the survey.
- e. **Bell Atlantic reserves the right to refuse the sale of equipment when recent refurbishment costs or new installation costs cannot be recovered. New installations less than 6 months old will have the price adjusted prior to being sold.**

## **Outdoor Location Options**

### **Option 1**

**Enclosure Only:** (see prices on Page 4) If a mast and pedestal are associated with the enclosure, they will be included in this price. This price includes all types of outdoor enclosures **except booths (14611, 19580, 16797) and custom or special enclosures.**

**Back-to-Back:** It is possible for two enclosures to be installed back-to-back on one enclosure pedestal which is mounted on one site facility. The price for this situation would be (\$xxx.xx) for each outdoor enclosure (2 x \$xxx.xx) and \$150.00 for one site facility. Total price (\$xxx.xx).

See Enclosure Prices, Page 4.

### **Option 2**

**Site Facility Only:** (Price \$150.00) This is a single concrete pad plus, if present, any protective (guard) posts and electric and/or telephone conduits associated with the site.

**Buried Pedestal:** If the enclosure pedestal is buried in the concrete pad, and the enclosure is not purchased, the pedestal will be included in the price of the site facility. (\$150.00)

**Buried Base:** Should be treated as a SITE FACILITY

**Multiple Enclosure Pedestals:** It is also possible for more than one enclosure pedestal to be mounted on a large site facility. In this instance the price of the site facility will be \$150.00 x the number of enclosure pedestal positions on the site. **NOTE:** In this case the vendor must purchase all pedestal positions or the site will not be sold.

### **Option 3**

**Enclosure and Site Facility:** (\$xxx.xx) This is the entire location consisting of the Enclosure(s) and the Site Facility(ies) as noted in Outdoor Location Options 1 and 2 above. For Enclosure Prices, See Page 4.

## **Guidelines**

1. Outdoor enclosures mounted on company-provided site facilities will not be sold independently of the site facility.
2. Enclosures which are not mounted on company-provided site facilities, such as wall-mounted or on customer-owned concrete walkways, can be sold without incurring a site charge. Electric and/or telephone conduit may or may not be present at these locations. In these instances, BA will sell the enclosure, and associated conduits, if placed by Bell Atlantic, will be included in the price (\$xxx.xx times # of enclosures). For Enclosure Prices, see Page 4.

## **Indoor Locations**

All indoor locations (Mod.eez, etc., including 178 A backboard) will be offered for sale except as noted below.

## **SALE EXCEPTIONS**

**Custom, specialized enclosure locations, booths and enclosures mounted on pedestals ordinarily will not be sold**, but may be sold on an individual case basis. Sales will be dependent upon current levels of stock. Where a sale is considered appropriate, a price will be negotiated by the vendor.

**NOTE:** In the event of a complete displacement where the vendor does not purchase our equipment, local disconnect procedures will apply.

## **Indoor Location Options**

Indoor enclosures are offered. See Page 4 for prices.

Bell Atlantic will also provide refurbishment service for indoor locations upon request.

**Bell Atlantic reserves the right to refuse the sale of equipment when recent refurbishment costs or new installation costs cannot be recovered. New installations less than 6 months old will have the price adjusted prior to being sold.**

## **Vendor Responsibilities**

Authorized vendors should call the Independent Private Payphone Service Center to request the purchase of a Bell Atlantic site.

## **Enclosure Purchase Form**

The Purchase of Enclosure and Site Facility form must be filled out and returned to the IPPSC along with the Release Agreement and payment for purchase.

A sample of the Purchase of Enclosure and Site Facility form is located in Section 11.

## **Surrender, Acceptance and Release Agreement**

The Surrender, Acceptance and Release Agreement form, located in Section 11, must be signed and returned to the IPPSC before ownership of the equipment is transferred to his/her name.



## **SALE OF ENCLOSURE PRICES**

<b><u>HOUSING TYPE</u></b>	<b><u>SALE PRICE IN PLACE*</u></b>
Housing CK20842 L31	\$280.00
Housing CK20842 L31A	\$290.00
Housing CK20842 L33	\$690.00
Housing CK20842 L35	\$490.00
Housing CK20842 L35A	\$450.00
Shelf Modular 7001	\$100.00
Shelf Modular 8001	\$100.00
L143 PED/Shelf Writing	\$170.00
Mast CK20842 L176	\$55.00
Mast CK20842 L170	\$78.00
Mast A4754 (13')	\$175.00

\*Above rates effective 9-1-94. Sale price subject to change at any time.

NOTES: Above items include a pedestal or mounting backboard and new phone headers. These items may or may not include a non-illuminated generic sign, mast or electric. Bell Atlantic Company specific signs must be removed.

The price of the site adds \$150.00 to the above sale prices.

- A sample of the Purchase of Enclosure and Site Facility form is located in Section 11 of this vendor package.



## SECTION 11

### **SAMPLE FORMS\* AND INSTRUCTIONS**

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Non-Pub Utility Registration Form (PA Only) .....	9-10
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Certificate of Public Convenience .....	13
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\* Not all forms are used in each IPPSC. If any question regarding what forms to submit, see the required forms matrix on Page 14 of this section or contact the IPPSC for your area.

## **BLANKET AGENCY AGREEMENT INSTRUCTIONS**

THE BLANKET AGENCY AGREEMENT must be signed by an officer, owner or authorized representative with the authority to commit to the terms of the agreement. Form blanks should be completed as follows:

### **Top of Agreement**

- Vendor Company Name
- Type of business: Corporation, Partnership, Sole Proprietorship
- Main business address

### **Bottom of Agreement**

- Name of Vendor Company
- Signature of Official
- Name of Official - signee's name typed or printed
- Title of Official - signee's title
- Date - Date Agreement signed

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THE BLANKET AGENCY AGREEMENT SUPPLEMENTAL SHEET is used to designate the level of vendor contact with Telco locations and to identify vendor office locations for those vendors with multiple locations. Complete form blanks as follows:

### **SECTION A - Vendor Company Locations:**

For use by vendor company to completely identify each office location(s) that is/are to be covered by the contract. Form Blanks should be completed as follows:

- Name of Vendor Company - Company name as it appears on Agreement
- Office Location - physical location of office, designate M (Main) or B (Branch) in block
- Telephone Number - Main telephone number for each location (include area code)
- Mailing Address - Address where mail should be directed (include zip code)

Attach a separate sheet with appropriate information to identify branch locations which cannot be accommodated in the space provided.

### **SECTION B - Telephone Company Interface Locations:**

Indicate level of contact with each Telco office by entering one (1) of the following in each block.

- C - Contact - Office where business is conducted
- N - No Contact - Office where business is not conducted

Forward the application to:

Bell Atlantic  
Assistant Manager - COG Staff  
1320 N. Court House Road, 3rd Floor  
Arlington, VA 22201

## BLANKET AGENCY AGREEMENT

\_\_\_\_\_, a \_\_\_\_\_,  
(Vendor Company Name) (Corporation, Partnership, Sole Proprietorship)  
with principal offices at \_\_\_\_\_,  
(Address)

(hereinafter referred to as "Vendor") is a vendor of telecommunications equipment and services. Vendor, acting as an agent for various customers, may submit to the Bell Atlantic Telephone Companies (hereinafter referred to as "Telephone Company") on behalf of its customers, inquiries about the telephone service or equipment of those customers and orders or requests for Telephone Company service. **This agreement will not be used to acquire Long Distance Information from Customer Service Records or to make any changes to the customers Long Distance Service.** In consideration of Telephone Company's agreement not to require Vendor to submit written agency authorizations from its customers, Vendor makes the following representations, agreements and commitments:

1. Vendor agrees that it will not submit to Telephone Company any service requests or inquiries unless Vendor has a current, written authorization allowing it to do so from the customer for whom the request is being made. Vendor agrees it will retain all such authorizations in its files and will provide copies of same to Telephone Company within three days of receipt of a written request from Telephone Company.
2. By its submission of an inquiry or service request, Vendor represents to Telephone Company that it is in possession of a current written authorization permitting it to do so.
3. In the event that a Telephone Company customer challenges action taken by Telephone Company as a result of the above mentioned inquiries or service requests, Vendor will provide evidence of proper customer authorization and will defend Telephone Company from and against all claims, suits, or actions and will indemnify and hold Telephone Company harmless from any and all damages (including tariff charges not collected by Telephone Company), losses, costs, and other expenses (including attorney's fees) resulting from said challenge.
4. In the event that a Telephone Company customer challenges billing which resulted from service requests submitted to Telephone Company by Vendor, Vendor will defend Telephone Company from and against all claims, suits, or actions and will indemnify and hold Telephone Company harmless for any damages, losses, costs or expenses (including attorney's fees) resulting from said challenge.
5. Vendor agrees that Telephone Company shall have the right to terminate this Blanket Agreement at any time, with or without cause, and require separate letters of agency for each customer.
6. This Agreement covers the Vendor locations identified on the attached supplement.
7. Vendor warrants and represents that the signator of this Agreement is an official of Vendor and is authorized to legally bind Vendor to the above stated representations and commitments.

\_\_\_\_\_  
Name of Vendor Company

By: \_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Name of Official (Typed/Printed)

\_\_\_\_\_  
Title of Official

Date: \_\_\_\_\_

**BLANKET AGENCY AGREEMENT  
SUPPLEMENTAL SHEET**

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SECTION A-VENDOR COMPANY LOCATIONS: If multiple locations are involved  
Main (M) or Branch (B)

---

Office Location

☐

Telephone Number

(   )

Mailing Address

Office Location

☐

Telephone Number

(   )

Mailing Address

Office Location

☐

Telephone Number

(   )

Mailing Address

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SECTION B-TELEPHONE COMPANY INTERFACE LOCATIONS:

Indicate your level of contact with each location by marking in box(es) C - Contact; N - No Contact

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CENTRALIZED OPERATIONS GROUP (COG):

☐

BELL ATLANTIC-PENNSYLVANIA  
BELL ATLANTIC-DELAWARE  
1717 Arch St., 21st Flr.  
Philadelphia, PA 19103

☐

BELL ATLANTIC-NEW JERSEY  
1000 Cellar Avenue  
Scotch Plains, NJ 07076-3133

CENTRALIZED OPERATIONS GROUP (COG):

☐

BELL ATLANTIC-VIRGINIA  
BELL ATLANTIC-MARYLAND  
BELL ATLANTIC-WASHINGTON, DC  
BELL ATLANTIC-WEST VIRGINIA  
3011 Hungary Spring Road  
4th Floor  
Richmond, VA 23228

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Independent Payphone Provider Service Center (IPPSC)

☐

IPPSC MANAGER  
P.O. Box 58580  
Philadelphia, PA 19102

☐

IPPSC MANAGER NJ  
50 Burnett Avenue  
Maplewood, NJ 07040

☐

IPPSC MANAGER  
6810 Dogwood Road  
Woodlawn, MD 21207

LETTER OF AUTHORIZATION

Dear Sirs:

We have entered into an agreement with \_\_\_\_\_  
(Name of Vendor or Business Name)

located at \_\_\_\_\_  
(Vendor Address)

\_\_\_\_\_ for the provision  
(City) (State) (Zip Code) (Tel. No.)

of coin telephone service. By this letter I authorize this individual to act in my behalf in negotiating with your company for the installation of this service including the removal of existing Bell Atlantic coin/coinless telephones, if applicable.

In cases where the bill for service comes directly to me, I understand that this agreement will obligate me to pay all charges in connection with this service which have been ordered by my agent, including installation, monthly line charges, and charges for all calls billable to the line in accord with Telephone Company tariffs. I will also be responsible to satisfy any deposit requirements associated with this service. In cases where my representative receives the bill, they will bear these same responsibilities.

I further agree that the local telephone company shall be relieved of any liability for following my representative's instructions with respect to the negotiation of new service.

This authorization does not preclude me from acting on my own behalf when I deem it necessary.

This authorization will remain in effect until you are notified, by me, in writing.

My Name \_\_\_\_\_

My Title \_\_\_\_\_

Business Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

My Signature \_\_\_\_\_

Date: \_\_\_\_\_

Bill Service to \_\_\_\_\_

Name

Address

\_\_\_\_\_  
City State Zip Code

**COCOT SERVICE REQUEST FORM**

NEW JERSEY (NJ), PENNSYLVANIA (PA), DELAWARE (DE), MARYLAND (MD),  
WASHINGTON, DC (DC), VIRGINIA (VA), WEST VIRGINIA (WV)

DATE \_\_\_\_\_

**VENDOR INFORMATION**

VENDOR NAME & ADDRESS		ORDER PLACED BY		PHONE	
LOA ____ ATTACHED ____ ON FILE	BAIN # _____	FCC REGISTRATION # _____	RESALE CARRIER INFORMATION ____ YES ____ NO	TAX EXEMPT ____ YES ____ NO (IF YES ENCLOSE FORMS) TAX ACCOUNT NO. _____	

**BELL ATLANTIC COIN PHONES TO BE DISCONNECTED:**

PHONE #S	ORDER #S	PHONE #S	ORDER #S
1		2.	
3.		4.	

**BILL TO:**  
NAME & ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORDER INFORMATION**

BUSINESS NAME, ADDRESS, COUNTY AND COMMUNITY NAME (SITE PROVIDER)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER INFORMATION (SOLE, PARTNERS, CORPORATE OFFICERS TITLE & TEL. #S, JACK LOCATIONS, ETC.)

\_\_\_\_\_  
\_\_\_\_\_  
SS Number \_\_\_\_\_

TYPE OF BUSINESS AT LOCATION  NAME OF CONTACT PERSON AT LOCATION	OTHER TEL SVC ON PREM _____ HOURS OF OPERATION  TEL. # OF CONTACT PERSON AT LOCATION	DIRECTORY INFORMATION ____ LISTED ____ NON-PUBLISHED ____ NON-LIST ____ HEADING	NUMBER OF LINE(S) TO BE DISCONNECTED _____ NUMBER OF COCOT(S) TO BE INSTALLED INDOOR # _____ OUTDOOR # _____
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BUSINESS NAME AND ADDRESS:					
STATE SPECIFIC INFORMATION:					
PENNSYLVANIA ____ TWO WAY BUDGET ____ TWO WAY STANDARD ____ TWO WAY VALUE-PAK		DELAWARE ____ TWO WAY BUDGET ____ ONE WAY BUDGET		DISTRICT OF COLUMBIA MESSAGE ONLY	
NEW JERSEY MESSAGE ONLY		MARYLAND ____ MESSAGE ____ MEASURED		W. VIRGINIA MEASURED ONLY	
				VIRGINIA ____ MESSAGE ____ MEASURED ____ FLAT	
INTERNATIONAL CALL BLOCKING ____ YES ____ NO	CALL SCREENING ____ YES ____ NO	LSAS (1.65 PER MO./ PER LINE) ____ YES ____ NO	700 BLOCKING* ____ YES ____ NO *IF AVAILABLE	900 BLOCKING* ____ YES ____ NO *IF AVAILABLE	AUDIOTEX BLOCKING* (976) ____ YES ____ NO *IF AVAILABLE
CUSTOMER PROPRIETARY NETWORK INFORMATION ____ YES ____ NO IPP COMMISSION PLAN ____ YES ____ NO		LONG DISTANCE CARRIER _____		TOUCHTONE* ____ YES ____ NO (*MANDATORY IN VA, WVA, DC & MD)	
PURCHASING FACILITIES ____ YES ____ NO		PURCHASING ENCLOSURES ____ YES ____ NO		VENDOR PAYING TERMINATION LIABILITY ON CUSTOMERS BEHALF ____ YES ____ NO	
DESIRED DUE DATE _____		NAME AND TELEPHONE NUMBER TO CALL BEFORE DISPATCH OR AFTER COMPLETION _____ _____ _____			

RETURN TO APPROPRIATE BELL ATLANTIC INDEPENDENT PAYPHONE PROVIDER SERVICE CENTER:

**PENNSYLVANIA/DELAWARE**

P.O. BOX 58580  
 PHILADELPHIA, PA 19102  
 TEL # - 800-924-1590  
 OUT OF STATE # - 215-466-8266  
 FAX # - 215-563-7887

**NEW JERSEY**

50 BURNETT AVENUE  
 2ND FLOOR  
 MAPLEWOOD, NJ 07040  
 TEL # - 800-648-0417  
 OUT OF STATE # 201-761-1868  
 FAX # - 201-762-2671

**MARYLAND/W. VIRGINIA/VIRGINIA/WASHINGTON, DC**

6810 DOGWOOD ROAD  
 BALTIMORE, MD 21244  
 TEL # - 800-445-5120  
 OUT OF STATE # - 800-654-2651  
 FAX # - 410-597-8517

OFFICE USE ONLY

LCC _____	PAH _____	AGREEMENT CANCELLATION ____ YES ____ NO	\$ _____ DEPOSIT \$ _____ ADVANCE	COMMISSION APPROVAL REQUIRED ____ YES ____ NO
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NEW PHONE #S	ORDER #S	INSTALL DATE	NEW PHONE #S	ORDER #S	INSTALL DATE
1.			2.		
3.			4.		